

Jio Recruitment 2023 – Freshers Jobs – Data Entry Jobs

Hiring organization
Jio

Job Location

India
Remote work from: IND

Date posted
August 4, 2023

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Valid through
31.12.2023

Base Salary

USD 13,000 - USD 18,000

APPLY NOW

Qualifications

12th / Graduate

Employment Type

Full-time

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Description

Jio Recruitment 2023

The Data Entry Operator is responsible for entering and maintaining data in Jio's systems. This includes data from customer orders, product inventory, and financial transactions. The ideal candidate will be accurate, detail-oriented, and have a strong typing speed.

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Jio Jobs Near Me

Responsibilities:

- Enter and maintain data in a variety of systems
- Verify the accuracy of data
- Resolve data entry errors
- Create and maintain data entry reports
- Other data entry-related tasks as assigned

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Jio Careers

Requirements:

- Excellent typing speed
- Accuracy and attention to detail
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)

Important Links [Find the Link in Apply Now Button](#)

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